



**Minutes of the
ALAMEDA FREE LIBRARY BOARD MEETING
May 11, 2011**

The regular meeting of the Alameda Free Library Board was called to order at 6:03 p.m.

ROLL CALL

Present:	Michael Hartigan, President Suzanne Whyte, Vice President Catherine Atkin, Board Member Nancy Lewis, Board Member
Absent:	Gail Wetzork, Board Member
Staff:	Jane Chisaki, Library Director

CONSENT CALENDAR

An asterisk indicates items so accepted or approved on the Consent Calendar.

- A. *Report from the Library Director Highlighting Activities for the Month of May 2011. Accepted.
- B. *Draft Minutes of the Regular Library Board Meeting of April 13, 2011. Approved.
- C. *Library Services Report for the Month of March 2011. Accepted.
- D. *Financial Report Reflecting FY10 Expenditures by Fund for April 2011. Accepted.
- E. *Bills for Ratification for the Month of April 2011. Approved.

There were no questions from the Board, so President Hartigan asked for a motion to accept the Consent Calendar as presented. Vice President Whyte so moved; Member Lewis seconded the motion which was carried by a 4-0 vote.

UNFINISHED BUSINESS

- A. Neighborhood Library Improvement Project (G. Wetzork)

Director Chisaki informed the Board that the signage piece for the sign posts at the West End Library are still to be installed by Custodian Dennis McDaniels who hasn't had time while Executive Assistant Marsha Merrick was out because he was handling meeting room reservations in addition to his other responsibilities.

Artist Owen Smith is expected to install his second painting at the West End Library by mid-May. His are the last outstanding invoices. It is anticipated that about \$300,000 of the Measure O funding will be left after the project closes out. Since the Library is faced with a large budget

reduction, Director Chisaki inquired whether those funds might be available to help pay down the debt service so the Library would not take such a huge budget hit. The response from the City Attorney's office is no, and it cannot be used to purchase a new Integrated Library System (ILS) either. The funds can only be used for acquisition of, or improvements to, real property not to pay for operations, pay staff, or to purchase technology. President Hartigan inquired whether the furnishings for the *new* Main Library was purchased with Measure O funds. He recalled that there were discussions by the Library Building Team over what could and could not be purchased by Measure O funding. Director Chisaki said that she would research the Measure O expenditures for the Main Library Project and report back to the Board. President Hartigan is pleased that we have the funds left from the NLIP as it was unexpected and could be used for some future project.

President Hartigan mentioned that the light fixture on the northeast corner of the West End Library is still askew and Vice President Whyte commented that the overly bright/white light bulbs are still mixed on the exterior of the West End Library Building. One side is blindingly bright while the other is a nice soft white illumination. Director Chisaki said that she would check into the status of the maintenance request to fix those two issues.

Member Lewis commented on the Artist Reception. She thought they were great and that if you haven't been in to see the art, you really should see it. Director Chisaki had bookmarks with images of the art from all three artists for the Library Board members. The book marks were provided by the Library Foundation and were the keepsake item for the artist receptions.

B. Update on Status of State Budget Reductions for Public Libraries (J. Chisaki)

No new information. The recommendation by the Senate and Assembly Budget committees is for the Governor to keep minimal funding for libraries in the budget rather than take all funding out. The State is still waiting to receive details of what the Federal government is going to do with funding for the Institute of Museum and Library Services because it too is slated for significant reductions. Part of the State funding may be contingent with how much money the Federal government may have to offer in matching funds back to the State Library.

Library Legislative Day is scheduled on Wednesday, May 18. Assembly Member Swanson has an appointment with one of his staff members scheduled, no word regarding an appointment with Senator Hancock or a member of her staff. The Governor's May Revise of the Budget is supposed to be released on Monday, May 16, it is hopeful that the Governor will put the minimum funding in since both the Democrats and the Republicans are recommending the minimum. Only time will tell.

The City is also preparing for difficult budget reductions. The Library was requested to prepare reduction recommendations at 5% and 10% reductions. When meeting with the Budget Team from the Finance department and the City Manager's Office the Library was informed of debt service payments which are now due. The debt originated in the mid to late 1990's to fund the move-out from the Carnegie Library and to renovate the historic high school space to become an interim library. The loan had been refinanced in the early 2000's in hopes of getting a better interest rate and refinancing again. The rates are not better, the City needs to start making those payments again and the cost of the debt service payment came from the General Fund. This fiscal year a concerted

effort is being made not to use the General Fund balance, so the debt payment will have to be covered by the Library. The addition of the debt service payment to the previous 5% and 10% reductions now puts the Library in the position of having to cut a little more than ½ million dollars at 5% and considerably more at 10%. Director Chisaki would like additional direction from the Library Board for thoughts on what to eliminate. In April the Library Board gave direction regarding service priorities as the budget reduction recommendations are put forth but given the new dollar amounts it will not be possible to keep to the priorities of the Library Board. Sundays save the most in terms of part time staffing so a Sunday closure is on the table. Many services such as Interlibrary Loan, Homebound Delivery, monitoring the collection agency, materials ordering, computer classes, school resource programs, shelving, twice a day branch deliveries, etc. would be cut. Director Chisaki indicated that a new budget meeting to present the new reduction recommendations to the Finance Budget Team, has not yet taken place. Director Chisaki was not sure what the finality of the budget status will be by the June Library Board meeting. There will be a public Budget Workshop with the City Council on Tuesday, May 31.

There was discussion of the new Non-Resident fee to be charged by the Santa Clara County Libraries; the closure of days, reducing to three days a week for the San Jose Public Library Branches; and the possibility of the Oakland Public Library closing all but two branch libraries (only the new 81st Street Branch and the Diamond Branch) and their Main Library.

There is also the possibility that the Alameda Free Library could charge fees for some services, such as Interlibrary Loan, and it may be possible to keep the service because the fee will cut down the number of requests submitted and fewer requests might not take as much time to do. Room rental fees can be increased; library rental fees are significantly less than other city facilities. Discussion also followed regarding the room use priorities and the possibilities of changing or reviewing the use priorities. There was also discussion regarding Interlibrary Loan and the cost/elimination of the service. The Library Board might consider increasing those fees. The Board requested a library fees discussion be put on the agenda for the June meeting.

NEW BUSINESS

A. Alameda Free Library Foundation (J. Chisaki)

The Library Foundation did not meet in April. They are still working on recruiting and installing new Board members. If all goes as planned, they will have a full Board of 16 people by June. Once all new Board members are approved the Library Board will be informed of who they are.

The Foundation was instrumental in assisting Supervising Librarian Arta Benzie-Youssef with the Artist Receptions, from invitations, to bookmarks, to refreshments. Board members served the refreshments and poured the beverages at both Artist Receptions. The “vibe” in the building that day was really good.

B. Friends of the Alameda Free Library (K. Minney)

The Friends had a successful Book Sale the weekend before. The final numbers are not in yet but are expected at the next Friends meeting on May 16. Good turn out for the sale; and they recruited 17 new members.

C. Patron Suggestions/Comments (Speak-Outs) and Library Director's Response

More noise restrictions need to be posted, including the use of personal electronics and the clicking of the keys on personal laptops. Response: Staff will ask people to be more courteous regarding volume levels of their personal electronics and there is a sign in the Quiet Reading Room saying no electronics in that room.

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

Friends and Foundation hosted Staff Appreciation Luncheon was great. Consider making the Measure O funds a "maintenance fund" for the library or should the Friends/Foundation consider creating a maintenance fund for the libraries?

LIBRARY BOARD COMMUNICATIONS

None.

DIRECTOR'S COMMENTS

Consolidation of City Boards & Commissions is going to be studied by a Council sub-committee comprised of Vice Mayor Bonta and Councilmember deHaan. The sub-committee decided to do make no changes to the Boards but will look at the meeting schedules, number of commissioners, and responsibilities of the Commissions. However, the Social Service Human Relations Board went to the sub-committee and said that they would not mind changing their meeting frequency. They are proposing meeting every other month (on the odd-number months). So the sub-committee asked if the Library Board would also like to change their meeting frequency. Discussion followed describing the intent of the study/consolidation of the Commissions. The Library Board would like to stay with monthly meetings, going dark in August when the Council goes dark, and have the flexibility to not have a meeting if there was no pressing business to conduct.

Teen Job Skills workshop was a great success. Over 80 teens participated and keynote speaker, Diana Kenney was great talking about "your cyber footprint." This is the fifth year this workshop is offered by Alameda Recreation & Parks, the Alameda Youth Commission, the One Stop Career Center, the Alameda Collaborative for Youth & Families, and the Library.

Library Legislative Day is May 18 in Sacramento. Pacific Library Partnership Annual Breakfast is Saturday, May 21 in Menlo Park, it's a half day meeting. Senator Joe Simitian will be presenting Melinda Cervantes, Executive Director and County Librarian of the Santa Clara County Library, as the 11th State Senate District's Woman of the Year.

Alameda Magazine used the Main Library as the backdrop for the outstanding high school seniors piece and sent a copy of the magazine for the Library.

Solar project is waiting for inspections. The build is complete, the first inspection by the Community Development has been done and Sun Light & Power has responded to the rough inspection comments. This inspection needs to be completed before Alameda Municipal Power will inspect and approve before the switch is flipped and the library is on solar. President Hartigan inquired whether the library will be on "net zero" where the meter is spinning backwards when the solar is in use but the library isn't drawing on it. Director Chisaki said she will look into it and try to have an answer. A member of the public inquired if the Measure O monies could be used to put solar on the two neighborhood libraries. The response by both President Hartigan and Director Chisaki is that it was considered but the cost is not feasible.

ADJOURNMENT

President Hartigan adjourned the meeting at 8:10 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jane Chisaki", written in a cursive style.

Jane Chisaki, Library Director and
Secretary to the Alameda Free Library Board